

PHILIP MORRIS MANAGEMENT CORP. INTER-OFFICE MEMO  
120 PARK AVENUE, NEW YORK, N.Y. 10017-5592

TO: Records Coordinators and Employees  
Philip Morris Companies Inc.  
Philip Morris Incorporated  
Philip Morris Management Corp.

DATE: May 7, 1986

FROM: William F. Lynch III

RE: Records Retention

As you know, Philip Morris is, and has been, involved in the collection of records which might be needed for audits, investigations, or court cases. As part of these collections, records may have already been, or may be, collected from you or others with whom you work. As Records Coordinators and employees, it is your responsibility to see that all records are managed pursuant to the Records Management Policy.

In accordance with the applicable records management guidelines, records stamped "P", "C", "C1", "C2", "C3", or "L", or with a multi-digit Bates number or marked by a round, red label are subject to disposal suspension and must be retained, without alteration or mutilation, indefinitely or until a disposal suspension release is issued. (PLEASE NOTE: The "P", "C", "C1", "C2", or "C3" stamps indicate that the records have been collected for litigation purposes and that they are on indefinite suspension; as used in this context, they DO NOT indicate the retention periods.)

If you no longer have an active need for these records you may transfer them off-site to a Company approved storage facility. Please contact your Records Management Group to advise them of the impending transmittal of records subject to disposal suspension. The transmittal index accompanying the records must clearly identify which of the transmitted records are on disposal suspension. If you need to retain any of these records in your active files, *you may interfile them with other records, add them to existing files, or refile them among your office files, as based upon your business needs.* If you prefer to segregate these records, *you may open new files on the same subjects.* You must, however, ensure the integrity of the files, as well as ensure that the files can be readily tracked and accessed.

Please note, however, that all records covered under: (1) the Appendix entitled "*Topics Subject to Disposal Suspension*" of the applicable Records Management Manual and/or (2) Notices of Disposal Suspension, must be retained, regardless of whether they have been stamped "P", "C", "C1", "C2", "C3" or or "L", or with a multi-digit Bates number or marked by a round, red label.

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Please retain a copy of this memorandum for your files and if you have any questions regarding the retention of records collected for litigation or investigation or the retention of records subject to disposal suspension please contact your Records Coordinator or me (New York x4019) in the Legal Department.

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